

## Equipment Training Form

**Please note the following requirements for AggieFab equipment training:**

- First-time AggieFab users must take the initial area specific and cleanroom gowning training and also set up an iLab account. To receive the initial cleanroom and equipment training, the user has to contact the appropriate trainer. The tabs for the list of trainers and sheet certifying the completion of area specific training can be found on this page: <https://aggiefab.tamu.edu/training/>. The signed sheet must be provided to the program specialist.
- For equipment training, the user is required to read the standard operating procedure for the equipment that is available on the AggieFab website (<https://aggiefab.tamu.edu/equipment/>) before coming to the training session.
- During the first training session, the trainer demonstrates the proper usage of the equipment and goes through an actual run using a test sample. The trainee is encouraged to take notes and ask questions. During the second training session, the new user demonstrates the proper usage of the equipment to the trainer. The first and second training sessions must occur on different days and may be by different trainers, depending on the piece of equipment.
- If the second training session is the final training session (e.g., for less complicated pieces of equipment), then the second training session is considered the final check-off session and must be done by trainers who can provide check-off training and are generally members of AggieFab staff. Except for specific pieces of equipment, the check-off trainer must be different than the initial trainers.
- After this form is filled out by the trainee, he/she notifies the AggieFab lab manager and program specialist by emailing the form or providing a hard copy to them. The program specialist will then provide reservation permissions in iLab and building access, if needed. The lab manager makes the final decision on whether the user is authorized to operate the equipment on their own and retains the right to revoke the privilege if a cause for doing so arises.
- If the trainer fails the user during the check-off session, the user needs to practice further either with the trainer or other authorized equipment users, and requests another check-off session

Check this box if you have completed initial area specific and gowning training

Equipment Name:

Trainee Name:

Tranee UIN:

Training 1

Trainer:

Date:

Training 2

Trainer:

Date:

Checkoff Training

Trainer:

Date:

***\*\*TRAINEES\*\* Please email this form to the lab manager ([sandra.malhotra@tamu.edu](mailto:sandra.malhotra@tamu.edu)), all trainers, and the program specialist ([hprichard@tamu.edu](mailto:hprichard@tamu.edu)) to obtain iLab and building access.***